NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

January 24, 2014
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Discussion and Review of Mid-Year Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Director. *Attachment.*

B. **Discussion and Review of Sustainability Plan**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Michael Kelly, Transit and Facilities Operations Director. *Attachment.*

C. **Minutes from November 22, 2013**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Memorandum

To: Finance Subcommittee

From: Glenda Aragon, Financial Director and Pat Lopez, Financial Analyst

Thru: Anthony J. Mortillaro, Executive Director

Date: January 24, 2014

Re: FY14 Mid-Year Budget Review

Background

The NCRTD operates on a State fiscal year from July 1 to June 30. Each year a budget request is presented to the board for approval and at mid-year the NCRTD staff will brief the Board on the status of the budget as well as recommend adjustments that might be required.

A mid-year budget briefing will be presented to the Board at their February meeting.

Recommendation

Discussion and recommendation to Board endorsing staff recommendations.

Attachments:

Mid-year budget summary and financial spreadsheets

North Central Regional Transit District
FY14 Mid-Year Financial Summary/Projection

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for expenses and revenue for the six month period is 50% of the budget.

The NCRTD is on target with its expected revenue and expenses ending December 31, 2013. Staff introduced amendments to the budget, increasing the FY14 budget by 3.16% in the amount of $304,494, bringing the total FY14 budget to $9,636,458.

The slight deficits in two of the counties' GRT is offset by the surpluses of the other two. No expenditures cuts will be anticipated. Capital Outlay items will continue as budgeted with approved increases presented to the Board from federal funds for the Transportation Alternatives Program (TAP) and other miscellaneous expenditure capital items.

NCRTD will continue operating as budgeted by monitoring cash flow and no plan of action is recommended at this time. The NCRTD staff will keep the Board apprised of any significant changes that might occur during the FY14 budget.

Financial Facts and Projections

Revenue:
NCRTD is reporting year-to-date actuals for revenues as of December 31, 2013, including projections through June 30, 2014. The District is anticipating a slight overall surplus in GRT revenue. The NCRTD received grant awards that also increased the budget in FY14. The summary of revenues is as follows:

Gross Receipt Tax (GRT):

- Los Alamos County: The revenue deficit is nearly $71,000 for the first four months of FY14. An all-time low of $33,136 was collected for the month of October due partially to the federal budget impasse that might have impacted the Los Alamos Labs. The revenue for the remainder of the fiscal year is projected to be 15% below budget (averaging 12.1% for the first 4 months), which can result in a deficit of nearly $204,000 by year end.
- Rio Arriba County: The first four months of FY14 actual revenues is averaging 93% of the total budget. The projections for the remaining 8 months assume the revenues will be 94% of the budget. The revenues are projected to be in a deficit of $40,849 by the end of FY14.
- Santa Fe County: The first four months in FY14 is averaging nearly 12% above the budget. The revenue projections assume 10% above the budget for the remainder of FY14. The FY14 end of the year surplus is projected to be $417,764. Half of this surplus will be transferred to Rio Metro Regional Transit District, which is reflected in the expenditure projections.
- Taos County: The first four months in FY14 is averaging 4.7% above the budget. The revenue projections assume 2% above the budget for the remainder of FY14 with the exception of December. The revenue for December is projected to be the same as FY13. The FY14 end of the year surplus is projected to be $13,317.

Summary of GRT Projections for Remaining 8 Months:

- Los Alamos County –Minus -15%
- Rio Arriba County – Minus -6%
- Santa Fe County – Increased +10%, (with revenue sharing of half (1/2) back to the Rail Runner).
- Taos County – Increased +2%.

The balance at year end of FY14 will leave NCRTD an overall increase of 3%, in the amount of $185,854.

Grant Revenue: The Board approved federal grant revenue increases of $157,437 (plus $26,829 match money) from the Transportation Alternatives Program for construction to bring bus stops into ADA compliance and $31,494 from a 5311 federal grant carryover for construction of shelters. All federal fund programs are anticipated to be expended and the revenues will be received on a reimbursement basis.

Auction Vehicles/Misc.: NCRTD anticipated to receive $60,500 in proceeds from the sale of auctioned vehicles, Transit Fares, Bank & Investment income, Insurance proceeds and Miscellaneous Revenue.

Expenditures:
The NCRTD accounted for all the expenditures year- to- date as of December 31, 2013 and closely reviewed all the line items related to Administration, Operations, Non-RTD and Capital accounts. NCRTD is closely monitoring its current and projected expenditures for the remainder of FY14.

The NCRTD will have a slight surplus at the end of FY14 in expenditures in the amount of $41,743 or .57% of the budget. This is due to vacancy savings, insurance actuals coming in lower than anticipated and other operating reductions. The deficit in the Non-RTD expenditures of -$208,882 is offset from the revenue that is anticipated to come in from Santa Fe County as half of GRT revenue automatically goes to the Railrunner.

In summary, the total surplus in expenditures is .57% of the budget or $41,743.

Plan of Action:
The NCRTD plan of action includes balancing the budget by continuing to monitor the budget against funds received and anticipated to receive in GRT. The grants awarded to NCRTD will remain static.

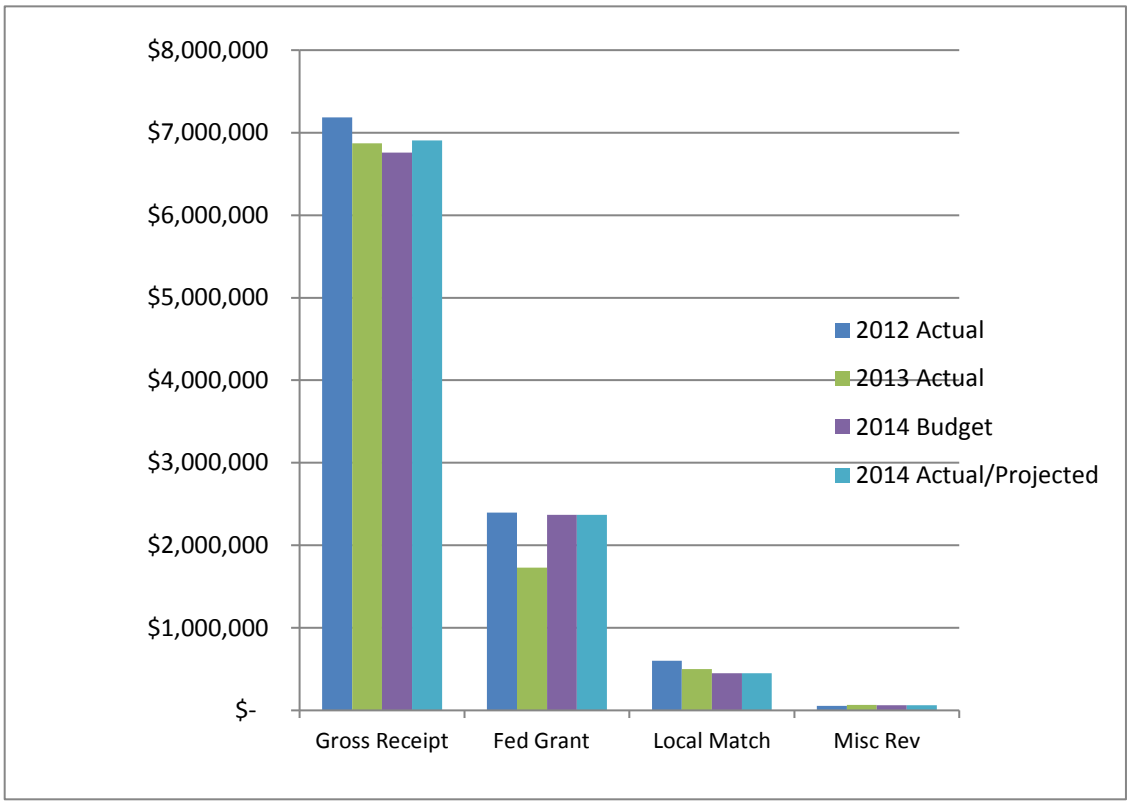
The staff budgeted conservatively in FY14 for GRT revenues and anticipated the expenditures based on NCRTD history. The NCRTD will continue to maintain a balanced budget for the remainder of FY14 and will apprise the Board of any dramatic changes.

Mid-Year Budget Review and Projections

FY2014 (July 1, 2013 to June 30, 2014)

NCRTD Revenue by Sources

As of December 31, 2013



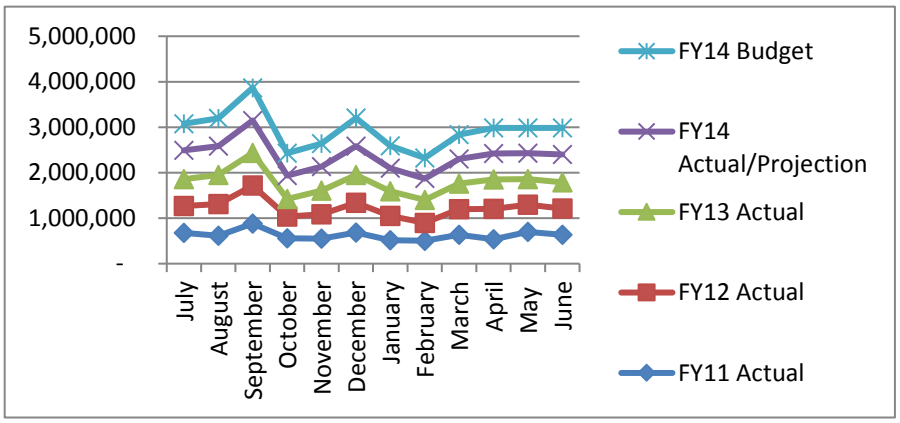
		2012 Actual	2013 Actual	2014 Budget	2014 Actual/Projected	% of Actual vs budget
Gross Receipt		$ 7,183,334	$ 6,871,271	$ 6,757,529	$ 6,906,619	102.2%
Fed Grant		$ 2,397,970	$ 1,727,932	$ 2,368,429	$ 2,368,429	100.0%
Local Match		$ 600,000	$ 500,000	$ 450,000	$ 450,000	100.0%
Misc Rev		$ 56,140	$ 65,710	$ 60,500	$ 60,500	100.0%
	TOTAL	$ 10,237,444	$ 9,164,914	$ 9,636,458	$ 9,785,548	101.5%

Budget to Actual FY2014
($ thousands)

Mid-Year Budget Review and Projections

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue Thru December 31, 2013



Budget to Actual FY2013
($ thousands)

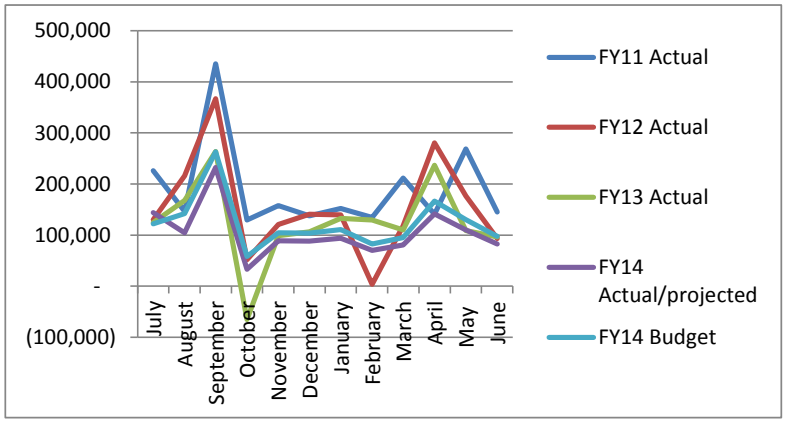
Month of Activity	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual/Projection	FY14 Budget	Actual Revenue % of Monthly Budget	
July	676,174	592,835	590,847	$ 631,877	$ 583,796	108%	
August	610,478	696,792	645,616	$ 628,640	$ 610,664	103%	Actual
September	881,429	832,940	717,978	$ 716,096	$ 718,470	100%	
October	557,951	476,325	390,334	$ 513,320	$ 492,080	104%	
November	548,200	538,683	520,528	$ 524,175	$ 511,261	103%	
December	681,021	655,468	614,240	$ 631,288	$ 619,551	102%	
January	514,956	536,416	537,863	$ 505,294	$ 494,792	102%	
February	503,946	392,583	504,470	$ 468,174	$ 454,335	103%	Projected
March	633,898	562,713	561,238	$ 546,823	$ 529,932	103%	
April	535,321	669,266	647,379	$ 566,829	$ 563,055	101%	
May	700,127	598,734	561,423	$ 566,154	$ 555,133	102%	
June	636,285	575,421	579,356	$ 607,950	$ 587,696	103%	
Total	**$ 7,479,785.80**	**$ 7,128,176.06**	**$ 6,871,271.29**	**$ 6,906,618.80**	**$ 6,720,765**	103%	**$ 185,853.80**

Mid-Year Budget review and projections

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



Month of Activity	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual/projected	FY14 Budget	Actual Revenue % of Monthly Budget	
July	225,789	130,018	124,560	$ 144,054	$ 121,957	118%	
August	146,507	215,861	167,973	$ 104,260	$ 141,783	74%	Actual
September	435,358	367,025	263,631	$ 232,251	$ 263,082	88%	
October	129,529	51,498	(65,391)	$ 33,137	$ 57,814	57%	
November	157,604	120,772	98,601	89,009	$ 104,716	85%	
December	137,570	140,847	106,557	88,246	$ 103,819	85%	
January	152,079	139,742	132,835	93,890	$ 110,459	85%	
February	134,322	3,770	129,189	70,024	$ 82,381	85%	Projected
March	211,391	118,403	109,903	80,660	$ 94,894	85%	
April	140,631	280,600	236,761	141,231	$ 166,154	85%	
May	268,642	176,478	108,859	110,331	$ 129,801	85%	
June	145,045	93,134	95,990	82,794	$ 97,405	85%	
	2,284,466	1,838,146	1,509,468	1,269,887	1,474,265	86%	

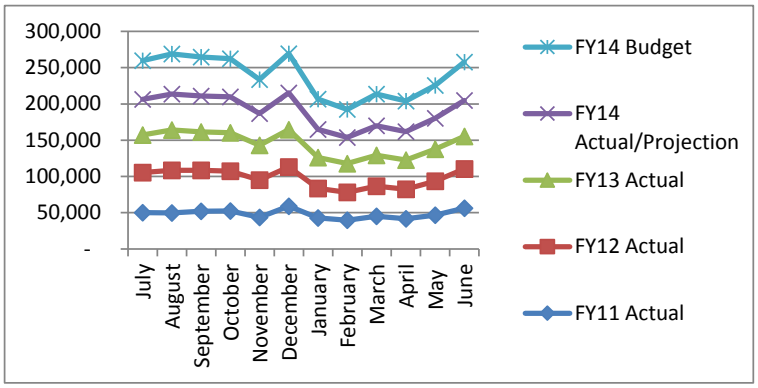
Los Alamos County: The revenue deficit is nearly $71,000 for the first four months of FY14. An all-time low of $33,136 was collected for the month of October due partially to the federal budget impasse that might have impacted the Los Alamos Labs. The revenue for the remainder of the fiscal year is projected to be 15% below budget (averaging 12.1% for the first 4 months), which result in a deficit of $204,378 by year end.

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



Month of Activity	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual/Projection	FY14 Budget	Actual Revenue % of Monthly Budget	
July	50,087	55,408	51,622	$ 49,128	$ 53,368	92%	
August	49,678	58,814	55,703	$ 49,535	$ 55,096	90%	Actual
September	51,872	56,781	52,600	$ 49,857	$ 53,733	93%	
October	52,315	54,911	53,009	$ 49,364	$ 52,811	93%	
November	43,618	51,363	48,144	43,622.43	$ 46,655	94%	
December	59,107	54,028	51,452	50,665.78	$ 54,188	94%	
January	42,999	40,611	42,472	38,989.50	$ 41,700	94%	
February	39,667	38,417	39,752	36,005.92	$ 38,509	94%	Projected
March	44,968	41,602	42,612	40,739.82	$ 43,572	94%	
April	41,597	40,766	40,315	39,254.11	$ 41,983	94%	
May	46,860	46,478	44,368	42,473.31	$ 45,426	94%	
June	56,224	53,981	45,151	49,516.67	$ 52,959	94%	
	578,993	593,160	567,199	$ 539,151	$ 580,000	93%	

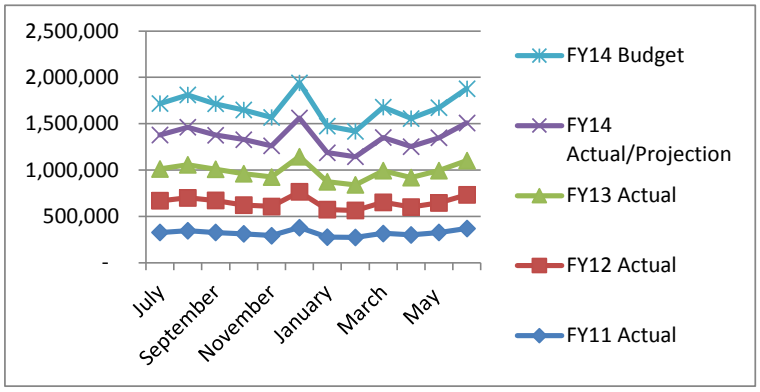
Rio Arriba County: The first four months of FY14 actual revenues is averaging 93% of the total budget. The projections for the remaining 8 months assume the revenues will be 94% of the budget. The revenues are projected to be in a deficit of $40,849 by the end of FY14.

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

SANTA FE COUNTY



Month of Activity	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual/Projection	FY14 Budget	Actual Revenue % of Monthly Budget	
July	326,721	341,717	343,976	$ 366,256	$ 339,502	108%	
August	346,810	353,581	357,202	$ 404,993	$ 348,693	116%	Actual
September	326,854	344,672	337,614	$ 367,698	$ 337,730	109%	
October	312,149	310,170	338,872	$ 367,580	$ 319,815	115%	
November	292,808	314,413	318,969	336,270.00	$ 305,700	110%	
December	379,039	385,881	380,531	416,675.60	$ 378,796	110%	
January	275,294	298,696	298,821	315,269.90	$ 286,609	110%	
February	273,128	291,582	276,041	302,919.10	$ 275,381	110%	Projected
March	316,896	336,024	339,972	359,260.00	$ 326,600	110%	
April	300,650	299,091	318,123	334,504.50	$ 304,095	110%	
May	326,791	318,839	347,884	355,377.00	$ 323,070	110%	
June	368,658	364,705	369,615	406,459.90	$ 369,509	110%	
	3,845,798	3,959,371	4,027,622	$ 4,333,264	$ 3,915,500	111%	

** Note one-half of the SF County GRT is allocated to Rio Metro

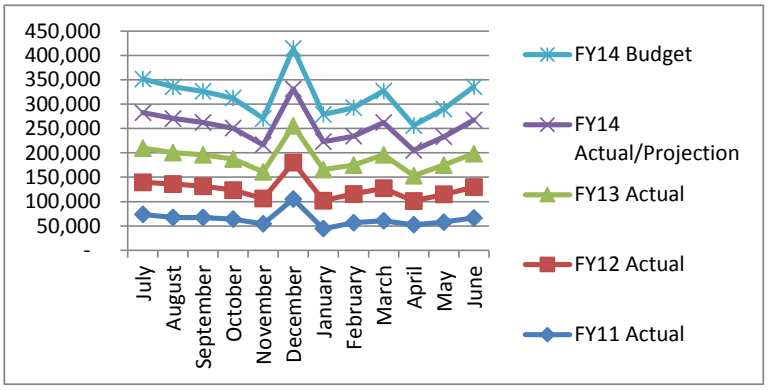
Santa Fe County: The first four months in FY14 is averaging nearly 12% above the budget. The revenue projections assume 10% above the budget for the remainder of FY14. The FY14 end of the year surplus is projected to be $417,764. Half of this surplus will be transferred to Rio Metro Transit Services, which is reflected in the expenditure projections.

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

TAOS COUNTY



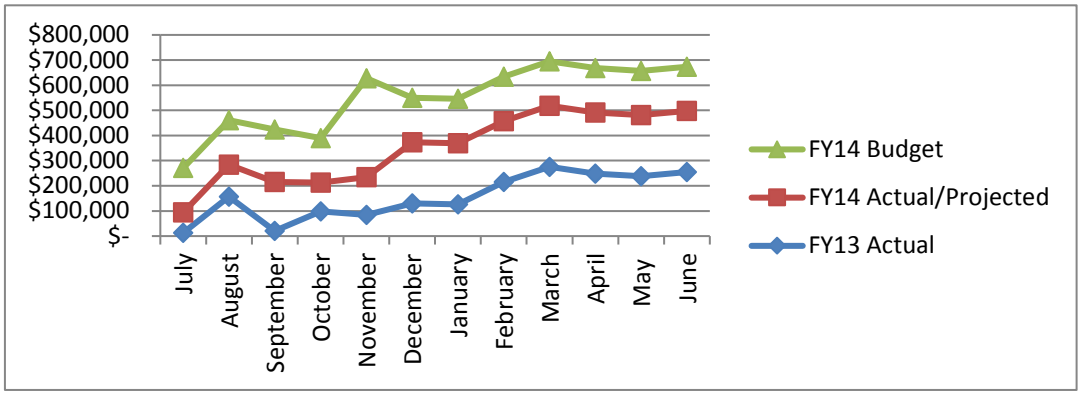
Month of Activity	FY11 Actual	FY12 Actual	FY13 Actual	Actual/Projection	FY14 Budget	% of Monthly Budget	
July	73,578	65,693	70,690	$ 72,438	$ 68,969	105%	
August	67,483	68,537	64,738	$ 69,852	$ 65,092	107%	Actual
September	67,345	64,462	64,133	$ 66,290	$ 63,925	104%	
October	63,959	59,745	63,843	$ 63,238	$ 61,640	103%	
November	54,169	52,134	54,813	55,273.80	$ 54,190	102%	
December	105,305	74,712	75,700	75,700.00	$ 82,748	91%	
January	44,583	57,367	63,735	57,144.48	$ 56,024	102%	
February	56,828	58,815	59,488	59,225.28	$ 58,064	102%	Projected
March	60,643	66,684	68,751	66,163.32	$ 64,866	102%	
April	52,444	48,810	52,180	51,839.46	$ 50,823	102%	
May	57,833	56,939	60,312	57,972.72	$ 56,836	102%	
June	66,359	63,601	68,600	69,179.46	$ 67,823	102%	
	770,528	737,499	766,981	$ 764,317	$ 751,000	102%	

Taos County: The first four months in FY14 is averaging 4.7% above the budget. The revenue projections assume 2% above the budget for the remainder of FY14 with the exception of December. The revenue for December is projected to be the same as FY13. The FY14 end of the year surplus is projected to be $13,317.

Mid-Year Budget Review and Projections

FY2014 (July 1, 2013 to June 30, 2014)

Grant Revenue



Budget to Actual FY2014
($ thousands)

	FY13 Actual	FY14 Actual/Projected	FY14 Budget	Actual Revenue % of Monthly Budget	
July	$ 12,892	$ 81,096	$ 176,767	46%	
August	$ 156,324	$ 127,744	$ 176,767	72%	
September	$ 20,023	$ 195,614	$ 208,261	94%	Actual
October	$ 98,589	$ 113,855	$ 176,767	64%	
November	$ 84,275	$ 150,360	$ 392,503	38%	
December	$ 130,478	$ 242,823	$ 176,767	137%	
January	$ 126,499	$ 242,823	$ 176,767	137%	
February	$ 214,632	$ 242,823	$ 176,767	137%	
March	$ 275,465	$ 242,823	$ 176,767	137%	Projected
April	$ 248,497	$ 242,823	$ 176,767	137%	
May	$ 237,820	$ 242,823	$ 176,767	137%	
June	$ 254,362	$ 242,823	$ 176,767	137%	
	$ 1,859,857	**$ 2,368,429**	**$ 2,368,429**	100%	

Grant revenue: Total overall revenue increased in projected amount by $247,230 and increase of 6%, by what was originally projected to be receiving grants in Federal funding for TAP/ADA award in the amount of
$215, 736 + $36,764 in matching funds. The Staff also went to the Board to encumber $31,494 from the FY13 budget for purchase of shelters from 5311 capital funding.

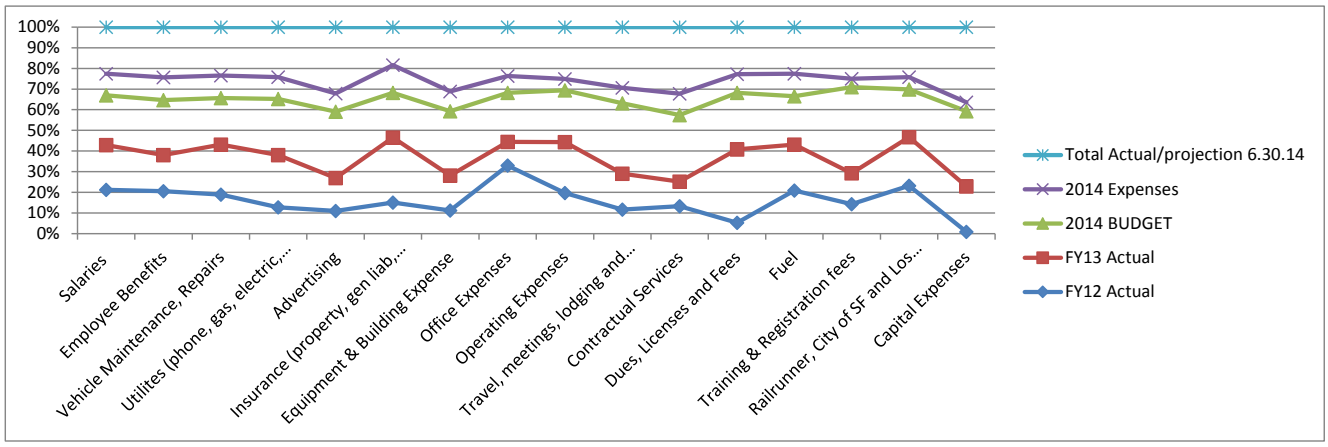
Mid-Year Budget Review and Projections

FY2014 (July 1, 2013 to June 30, 2014)

NCRTD Expenses by Type

As of December 31, 2013

Year to Date Budget Variance 50%



Comparative Expenses by Type

	FY12 Actual	FY13 Actual	2014 BUDGET	2014 Expenses	YTD Budget Variance 50%	Projected Amt remaining 6 months 6.30.14	Total Actual/projection 6.30.14	Difference
Salaries	$ 1,671,550	$ 1,699,079	$ 1,902,117	$ 822,061	43.2%	951,059	1,773,120	128,997
Employee Benefits	652,095	$ 550,997	$ 843,665	$ 347,693	41.2%	421,833	769,526	74,139
Vehicle Maintenance, Repairs	155,299	$ 198,587	$ 184,920	$ 89,867	48.6%	102,460	192,327	(7,407)
Utilites (phone, gas, electric, cell)	20,822	$ 41,118	$ 44,298	$ 17,229	38.9%	22,149	39,378	4,920
Advertising	24,091	$ 35,137	$ 70,440	$ 19,403	27.5%	51,037	70,440	-
Insurance (property, gen liab, vehicle, civil rights	94,353	$ 196,836	$ 135,000	$ 84,221	62.4%	30,779	115,000	20,000
Equipment & Building Expense	16,570	$ 24,986	$ 46,036	$ 14,140	30.7%	23,018	46,036	0
Office Expenses	78,454	$ 27,427	$ 56,470	$ 19,331	34.2%	28,235	56,470	0
Operating Expenses	27,983	$ 35,014	$ 35,700	$ 7,890	22.1%	17,850	35,700	0
Travel, meetings, lodging and per diem	11,805	$ 17,789	$ 34,712	$ 7,565	21.8%	17,356	29,921	4,791
Contractual Services	209,710	$ 186,358	$ 506,233	$ 162,669	32.1%	343,564	506,233	(0)
Dues, Licenses and Fees	1,831	$ 12,263	$ 9,486	$ 3,115	32.8%	4,743	7,858	1,628
Fuel	382,190	$ 406,653	$ 430,000	$ 198,872	46.2%	215,000	413,872	16,128
Training & Registration fees	6,360	$ 6,645	$ 18,513	$ 1,828	9.9%	9,257	11,084	7,429
Railrunner, City of SF and Los Alamos	4,251,200	$ 4,327,824	$ 4,242,874	$ 1,089,570	25.7%	3,362,186	4,451,756	(208,882)
Capital Expenses	25,404	$ 650,578	$ 1,075,994	$ 127,923	11.9%	749,077	1,075,994	-
TOTAL	**$ 7,629,717**	**$ 8,417,291**	**$ 9,636,458**	**$ 3,013,378**	**31.3%**	**$ 6,349,600.88**	**$ 9,594,714.58**	**$ 41,743.42**

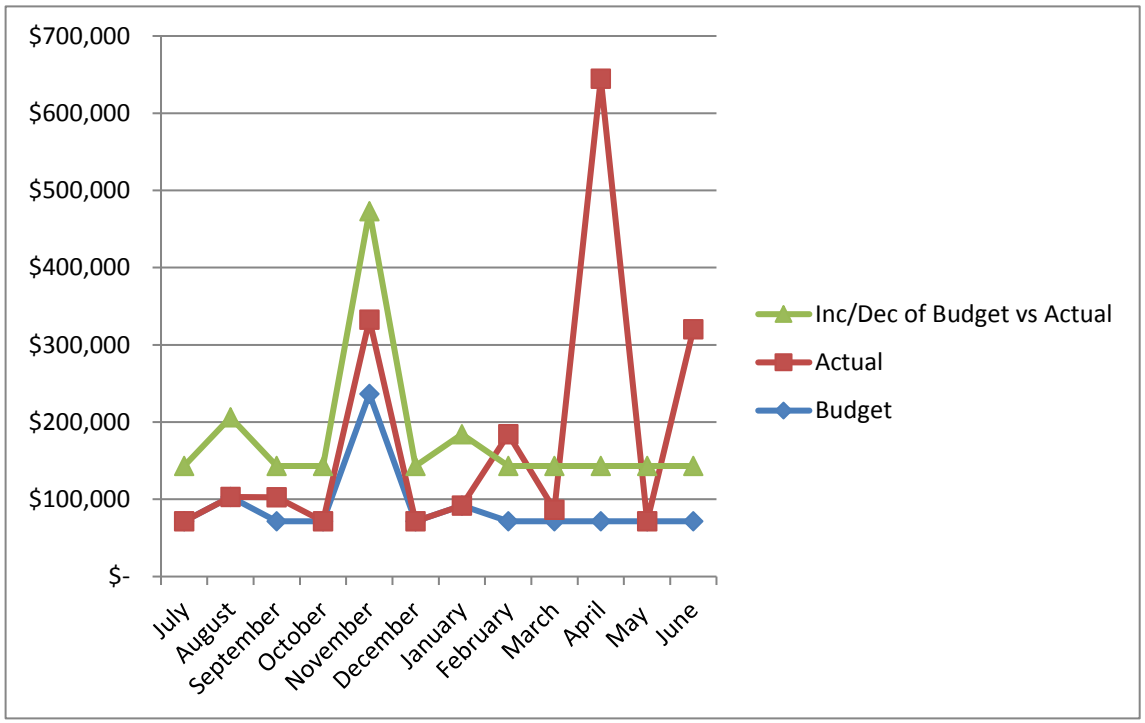
Notes to the Expenditures: The NCRTD will have a slight surplus at the end of the year in expenditures in the amount of $41,743 or .57% of the budget. This is due to vacancy savings and insurance actuals coming in lower than anticipated. The deficit in the Non-RTD expenditures of -$208,882 is offset from the revenue that is anticipated to come in from Santa Fe County as half of GRT revenue automatically goes to the Railrunner.

Mid-Year Budget Review and Projections

FY2014 (July 1, 2013 to June 30, 2014)

Capital Expense Summary

Year to Date Budget Variance 50%



Budget to Actual FY2014
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 50%	
July	$ 71,583	$ -	$ 71,583	0%	
August	$ 103,077	$ -	$ 103,077	0%	
September	$ 71,583	$ 30,974	$ 40,609	43%	Actual
October	$ 71,583	$ -	$ 71,583	0%	
November	$ 236,583	$ 95,949	$ 140,634	41%	
December	$ 71,583	$ -	$ 71,583	0%	
January	$ 92,083	$ -	$ 92,083	0%	
February	$ 71,583	$ 112,500	$ (40,917)	157%	
March	$ 71,583	$ 15,000	$ 56,583	21%	Projected
April	$ 71,583	$ 573,020	$ (501,437)	800%	
May	$ 71,583	$ -	$ 71,583	0%	
June	$ 71,583	$ 248,551	$ (176,968)	347%	
	$ 1,075,994	**$ 1,075,994**		**100.0%**	

Notes to Capital expenses: Budget increases approved by the Board include $31,494 in August from 5311 federal fund carryover for construction of shelters; $165,000 in November from the Transportation Alternatives Program federal grant award for construction to bring bus stops into ADA compliance; $20,500 in January from miscellaneous revenue to supplement the purchase of two buses from federal funds.

Projected Expenditures: Three 14-passenger buses; Building security gate; Two 20-passenger buses; Route planning software; Construction of bus stops to comply with ADA.

Memorandum

To: Finance Subcommittee

From: Mike Kelly, Transit Operations and Maintenance Director

Thru: Anthony J. Mortillaro, Executive Director

Date: January 24, 2014

Re: Sustainability Plan

Background

In recent years communities and governments throughout our country and around the world have been challenged with responding to and finding sustainable solutions in regards to available natural resources, rising energy costs, extreme weather disasters and increased regulations. These entities have, through their elective and legislative processes, formed sustainability plans that are structured to fit their community's and municipal needs for both the present and into the future.

The NCRTD is a political subdivision of the State that owns and develops property, consumes multiple forms of energy, provides transportation services in a variety locations and produces a moderate amount of waste in the process. It is therefore incumbent upon the District to establish its own sustainable plan that encompasses a broad focus to identify:

- Existing opportunities to reduce waste and save energy at its existing facility;
- Alternative fuel sources for future rolling stock;
- Green ways to develop vacant property and field facilities that may utilize or produce sustainable forms of renewable energy;
- Goals, benchmarks and measurable metrics to verify the functionality of the plan and the desired results.

Recommendation

Discussion and recommendation to Board endorsing staff recommendations.

Attachments:

NCRTD Sustainability Plan

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

SUSATIANABILITY PLAN

Introduction

Across America government entities and jurisdictions of all sizes and influence are tasked with continuing to provide services in an era of waning resources, concerns of the effects of climate change amidst ever increasing regulations. Whether it be by a legislative mandate, a common environmental conscience or a combination of the two, the majority of these have established sustainability plans that require environmentally green practices for their communities and within their own organizations. These may range from purchasing alternative fueled vehicles, building energy efficient structures, recycling of solid wastes and providing incentives for the purchase and installation of alternative forms of renewable energy production.

The NCRTD is no different. The District is a governmental entity that provides a public service, which owns, develops and manages property and facilities. Those of us who make up the human element of the NCRTD, share similar environmental concerns and stand responsible to establish a sustainable plan that will minimize the impact of its existing facilities and future infrastructure and building investments within North Central New Mexico.

Vision and Mission Statement

To be an environmentally conscious, sustainable partner, enhancing the quality of life of the North Central New Mexico communities and beyond.

Sustainability Plan

1. Transportation Alternative Fuels Analysis

In 2013 the NCRTD Board approved an Alternative Fuels Analysis that provided for:

a) **Purchasing alternative test vehicles:** The District will purchase 2 identical vehicles in FY2015, one powered by compressed natural gas (CNG) and one by liquid propane gas (LPG).

b) Establishing an alternative fuel type for future fleet purchases: Based on the performance and maintenance testing of the two vehicles, one alternative fuel will be recommended as the new standard to the Board for future purchases on new vehicles where applicable.

c) Develop required fueling infrastructure: Each alternative fuels will require a specific fueling infrastructure. When one alternative fuel type is chosen, that will determine what kind of fueling infrastructure will need to be designed and the amount of funding that will be sought.

d) Operate vehicles more efficiently: The District operates a variety of vehicles in regions where climates vary seasonally and temperatures can drastically change on a daily basis. Many times engines are left idling to maintain cabin temperatures for passenger comfort. District staff will determine reasonable best practices on the matter, and then establish an idling policy that saves on fuel consumption but also minimizes any negative impacts to our riders.

e) Reduce emissions/carbon footprint: The ultimate goal of engaging in the use of alternative fuels while using less gasoline and diesel fuel, is to reduce emissions and lesson the carbon footprint within the region it serves.

2. Sustainable Facilities

The District moved into a newly reconstructed 12,000 square foot administrative -operational facility on a 10 acre site in July of 2012 and also has many bus stop and shelter facilities located on bus routes throughout the region.

a) **Existing Admin/Operations Facility, Green Best Practices;**
District staff is engaged with green best practices in our current facility by utilizing:

i. **Minimized energy use with motion sensor light switches** that were installed during construction in offices and rooms and with **thermostat access covers** that were installed post construction by facilities staff. The thermostats are set for comfort levels of 69-70 degrees during operational hours from 5 am to 8 pm. And set to be reduced to 65 degrees from 8 pm to 5 am and on weekends. Energy usage has also been reduced by the omission of personal office fans and heaters. A self-monitoring-adapting thermostat (NEST type) is being researched for more accurate temp regulations and additional energy savings.

ii. **General waste reduction utilizing recycle receptacles**. District staff has installed individual receptacles for aluminum, paper, plastic and general waste. A portion of the papers (non-sensitive subject matter) recycled are given to local schools to be used for scratch paper for students.

iii. **Timed managed and motion censored water usage** in landscaped areas, restrooms were installed during construction. Fleet and Facilities staff utilize pressure washers that regulate/minimize water usage when washing buses.

iv. **Natural gas fired back up electrical generator for the main facility**. This is to be purchased and installed in the FY15 budget year to insure continual operations should any electrical supply brownout or blackout occurs.

v. **Multi-use of transit facility with other government entities**. Making the facility board room available to other governmental entities for meeting purposes during District non-use times will maximize facility use while minimizing the utilities variances.

b) **Field Facilities – Bus Stops and Shelters**

Public transit in and of itself is a sustainable component and practice within the communities it serves. The District currently has approximately 200 bus stops with signs and approximately 33 shelters located on routes throughout the District with more to be installed. Appearance and functionality of these facilities should also reflect sustainability practices. These facilities will benefit the communities they are located in and the general region by:

i. **Solar lighting for existing and new shelter installations:** Purchasing solar lighting for new shelters and for retrofitting older shelters. This will negate the need and expense for land line, fossil fuel generated electricity as solar energy is the sustainable alternative. Additionally this will increase visibility in dark hours and provide a level of security for riders and aid in reducing graffiti and vandalism in various locations;

ii. **Install and maintain trash receptacles at bus stops:** Providing transit generates waste in and around these locations. It is critical as a sustainable

entity and service, that the District minimize any residual visual footprint within the served communities. Installing and maintaining trash receptacles will reduce the clutter of trash accumulation around bus stops and improve the appearance of the locations and transit's presence within the communities in the region;

iii. **User friendly signage and route information at bus stops:** This is more than a bus stop sign on the side of the road; it is providing user friendly signage with pertinent route information via posted schedules and scan codes. These reduce the need for multi printing of paper schedules as has been the norm for many transit agencies. These are part of the current and future transit plans.

iv. **Seek multi modal locations for future bus stops:** Work, school, shopping and medical locations are the norm for transit stops, but by enhancing access to a broader source of potential transit riders by looking at the larger multi modal picture. Transit can aid in sustaining communities by including stops at recreational intersections like hiking trails, bicycle paths and sport/entertainment centers.

3. Future Development of Transit Facilities and Land Use

The District occupies and will more than likely develop one half to two thirds of the current 10 acre site for transit operations. As it develops the site for its own use and offers the remaining portion for any third party development, the application of sustainable standards will be required for any and all future development.

a) **Sustainable design and build of transit facilities to be energy efficient:** Any future District development for transit use will seek LEED certifications in the design and build within the affordability limitations as directed by the Executive Director and the Board.

b) **Sustainable design and build in a sustainable manner of Transit Oriented Development (TOD) of transit properties (vacant land):** Any considerations of future third party development will be Transit Oriented Development (TOD) preferred and will also seek LEED certified within affordability of the project's scope.

c) **Seek green energy producing opportunities for multi-use of vacant space:** Any district property not set aside for third party development, vacant land or rooftops could be utilized for sustainable green energy production such as alternative energy functions of solar or wind energy development.

4. Goal Setting and Benchmarks

It is important that the District set goals and benchmarks to determine if the Sustainable Plan is functional and beneficial to the region with desired outcomes.

a) Resolution to Board for acceptance: A resolution of support by the Board for the Sustainability Plan will be first step in moving the plan forward and the setting of goals.

b) Establish an Environmental Sustainability Committee: The committee should be made up of key District staff and interested parties, which will administer the plan, set the goals, measure progress and produce reports.

c) **Set goals and benchmarks:** The committee should set the goals and comparable benchmarks that can be measured periodically in areas of recycled waste, pollution reduction, energy saved and energy produced.

d) **Collaborate with our member agencies in sustainable practices:** Where practical and agreeable, the District should look to its members to observe any best practices currently being done, ones that are in planning and potential sharing of green resources i.e. utilizing a member's recycle facility or simulating a successful alternative energy installation.

e) Provide monthly/annual reports on meeting goals and benchmarks: Based on the kinds of goals and benchmarks set, the measurements captured at scheduled intervals will be reported. Examples are: the weight of items recycled, dollar amount of utility bills reduced, the amount of sustainable energy produced and the number or weight of pollutants reduced.

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

November 22, 2013
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Audit Exit Conference – Hinkle and Landers**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager.
Document will be provided at the meeting.

B. **Minutes from October 25, 2013**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting November 22, 2013

9:00 a.m.

Board Members Present: *Commissioner Miguel Chavez – Santa Fe County (Telephonically), Tim Vigil – Pueblo of Pojoaque (In Person), Philo Shelton – Los Alamos County (In Person), Leandro Cordova - Taos County (In Person)*

Staff Present: *Glenda Aragon – Finance Manager, Dalene Lucero – Executive Assistant*

Guest(s) Present*: Jon Bulthuis, City of Santa Fe, Farley Vener – Hinkle and Landers*

Absent: *Anthony Mortillaro – Executive Director, Commissioner Barney Trujillo - Rio Arriba County*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Chairman Tim Vigil at 9:12 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Audit Exit Conference – Hinkle and Landers

Mr. Vener went through the Audit Summary as presented.

Mr. Vener asked if the Subcommittee members had any questions.

Ms. Aragon asked Mr. Vener to go through the Prior Year Findings and Management Comments in detail.

Mr. Vener did as directed.

Mr. Vigil asked if there were any further questions.

There were none.

Mr. Vener stated that he was always available for questions. He then thanked NCRTD Finance staff and management for their support.

Further discussion went on regarding this matter.

The Finance Subcommittee commended Ms. Aragon and the Finance staff for their hard work on the audit.

[Due to the audit not being released by the Office of the State Auditor, this information was not recorded in detail.]

Mr. Shelton made a motion directing Mr. Vener to submit the draft audit to the Office of the State Auditor. Mr. Cordova seconded the motion and it passed by unanimous voice vote (4-0).

B. Minutes from October 25, 2013

Mr. Vigil asked the Finance Subcommittee to review and approve the minutes from October 25, 2013. The Subcommittee did as directed.

Commissioner Chavez made a motion to approve the minutes from October 25, 2013. Mr. Shelton seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

The Finance Subcommittee meeting was adjourned at 11:00 a.m.

The next Finance Subcommittee meeting will be held on January 24, 2014 at 9:00 a.m.